

FREEDOM OF INFORMATION GUIDE

Wood Dale Public Library District



Wood Dale Public Library

Reach. Explore. Achieve. Dream.

Posted in accordance with 5 ILCS 140/4.

Last Updated April 19, 2024

ABOUT THE WOOD DALE PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

The Wood Dale Public Library District (also known as WDPL) serves a community of nearly 13,000 residents, as well as reciprocal borrowers from the SWAN Library system, along with any and all visitors who pass through the Library's doors. Our motto is "READ (Reach, Explore, Achieve, and Dream)."

The Wood Dale Public Library is a district library established under the Illinois Local Library Act, 75 ILCS 5, with a 7-member Board of Trustees elected by District Residents.

We are required to report to and be answerable to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian Alexi Giannoulis, Director of the State Library, and various other staff.

OUR MISSION

All library district residents will have access to library materials and programs to encourage literacy and the joy of reading; to promote lifelong learning; and to experience a sense of community in a welcoming environment.

To learn more of WDPL's service philosophy, visit wooddalelibrary.org

WOOD DALE PUBLIC LIBRARY'S WEBSITE

www.wooddalelibrary.org

GENERAL FUND OPERATING BUDGET

The total amount of our operating working budget is \$2,822,015. The most current Budget and Appropriation Resolution and Levy Resolution are available on the Library's website as well as in person at the Library's administration office.

WOOD DALE PUBLIC LIBRARY ADDRESS

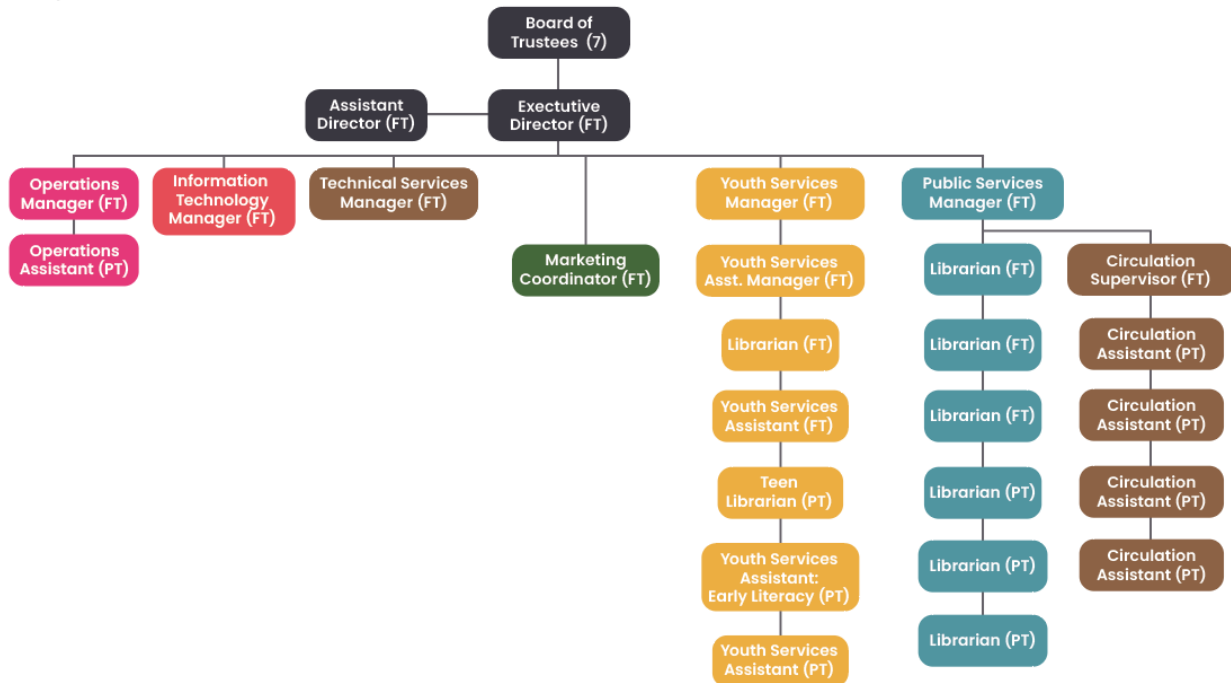
The Wood Dale Public Library is located at 520 N. Wood Dale Road. The Library only has one branch.

WOOD DALE PUBLIC LIBRARY STAFF

When fully staffed, the library employs 15 full-time employees and 11 part-time employees. Library departments and their staff are included in the organizational chart below.

Wood Dale Public Library District

Organizational Chart - Roles
May 1, 2024



WOOD DALE PUBLIC LIBRARY TRUSTEES

WDPL is governed by an elected, unpaid, seven-member Board of Library Trustees. Current Board Members are:

President: Barbara E. Dunn
 Vice-President: Julie Szabo
 Treasurer: Nicci Krebasch
 Secretary: Lynnette Zarembo
 Trustee: Jeanna Matuszewski
 Trustee: Kristy Norris
 Trustee: Maddalena Sparacio

Open meetings are held on the third Monday of each month at 7:30pm at the library.

COMMITTEE MEMBERSHIP

The Library Board has 1 standing committee whose membership is as follows:

Policy

Nicci Krebasch (Board Treasurer)

Kristy Norris (Library Trustee)

Jeanna Matuszewski (Library Trustee)

Christopher Renkosiak (Library Director)

FREEDOM OF INFORMATION ACT

The Wood Dale Public Library adheres to the Freedom of Information Act, 5 ILCS 140/1 et. Seq., which is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person.

WOOD DALE PUBLIC LIBRARY FOIA OFFICER

Library Executive Director: Christopher Renkosiak

FILING A FOIA REQUEST

A request for records must be made in writing and can be submitted to the attention of the FOIA officer in the following ways:

- **Mail**
Attn: FOIA Officer
Wood Dale Public Library
520 N Wood Dale Road
Wood Dale, IL 60191
- **Email**
foia@wooddalelibrary.org
- **Personal delivery**
During regular business hours of the Wood Dale Public Library District at:
520 N Wood Dale Rd, Wood Dale, IL 60191

FREEDOM OF INFORMATION ACT REQUEST FEES

To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

- There is a \$1.00 charge for each certification of records.

- There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
- There is a \$.15 per page charge for copied records in excess of 50 pages;
- The actual copying cost of color copies and other sized copies will be charged;
- Fees may be waived or reduced if waiver is in the public interest.
- Commercial requests shall be billed at the foregoing page rates plus an hourly fee for time spent by personnel in searching for, retrieving records, and redacting exempt information plus any fees and costs incurred in the retrieval or transport of responsive records. Time spent by personnel shall be reimbursed at \$10.00 per hour. The first eight hours of time spent by personnel searching for and retrieving the requested records shall not incur any fee.
- Electronic requests deemed “voluminous” will be charged at the rate specified in section (5 ILCS/140/6a-5)
- Voluminous request for electronic records not in a portable document format (PDF), will be charged \$20 for not more than 2 megabytes of data, \$40 for more than 2 but not more than 4 megabytes of data, and \$100 for more than 4 megabytes of data. If a voluminous request is for electronic records and those records are in a portable document format, the charge will be \$20 for not more than 80 megabytes of data, \$40 for more than 80 megabytes but not more than 160 megabytes of data, and \$100 for more than 160 megabytes of data. If the responsive electronic records are in both a portable document format and not in a portable document format, both fee scales will be applied.
- If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection during library business hours (10am-5pm, Monday through Friday).

RESPONSES TO REQUESTS FOR RECORDS

Responses to commercial requests can be expected within 21 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Responses for non-commercial requests can be expected within 5 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

PROCEDURE FOR APPEALING A DENIAL

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Leah Bartelt, Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
public.access@ilag.gov
877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of the denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

RECORDS MAINTAINED AND AVAILABLE UPON REQUEST

The records listed below are available immediately via our website. Certain types of information maintained by us are exempted from inspection and copying.

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
 - Immediately available on the Library's website
- Levy Ordinances
 - Immediately available on the Library's website
- Operating Budgets
- Annual Audits
 - Immediately available on the Library's website
- Minutes of the Board of Library Trustees
 - Immediately available on the Library's website
- Library Policies
 - Immediately available on the Library's website
- Adopted Ordinances and Resolutions of the Board
 - Immediately available on the Library's website
- Annual Reports to the Illinois State Library